



## City of Kansas City, Missouri Job Class Specification

**Job Title:** CODE ENFORCEMENT OFFICER **Department:** MULTI  
**Job Code:** 4017 **Status:** NONEXEMPT **Grade:** L-H

### Summary

This is a responsible technical field position with semi-professional work involving municipal code enforcement programs in general sanitation, health safety, property maintenance and nuisance that affect both private residential and commercial properties.

Work involves the performance of responsible technical and semi-professional duties requiring applications of technical knowledge, the ability to interpret and enforce the ordinances, which are the laws of this municipality, and skills in a major citywide code enforcement or environmental health program. Employees of this class regularly exercise judgment in a broad range of duties. Additional work is assigned by a technical supervisor with instructions and assistance on unusual or complex problems such as review of ordinances for adherence to rapidly changing legal interpretations.

### Duties and Responsibilities

- Conducts investigations and inspections of private commercial and residential properties, and vacant lots to determine the nature and scope of environmental and housing problems, develop the plan of action needed.
- Researches compiles and submits detailed written reports, makes recommendations on investigations, and implements plan of action to completely utilize the legal system to abate the code violations.
- Researches and investigates property ownership through public records, including recorder of deeds, probate cases, death certificates, legal descriptions/boundaries and corporate records. Identifies responsible party when owned by a business entity to delineate fiscal responsibility relationships of property owners. Utilizes skip-tracing techniques to obtain personal identifiers and locate property owners issuing summonses for court prosecution. Interprets investigative findings with regard to applicable ordinances. Orders corrective measures to be taken.
- Develops legal case with City attorneys in legal enforcement proceedings. Develops strategies with the City Attorney and the City Prosecutor to effectively use the legal system when dealing with repeat offenders.
- Testifies in Housing Court, Circuit Court, and administrative hearings on City's behalf regarding Property Maintenance Code and Nuisance Code enforcement cases.
- Performs extensive research to determine most culpable party in regards to property owners, occupants, Partnerships, Corporations, Limited Liability Companies, Limited Liability Partnerships, etc., and must also obtain personal identifiers to pursue various legal avenues.
- Responds to emergency situations, such as properties lacking essential services, unsanitary and unsafe conditions and other conditions that may pose a hazard to the public, i.e., fires and floods, by posting the structures with an order requiring immediate vacation of the property; issuing emergency orders requiring short turnaround to abate emergency situations; obtaining search warrants from Municipal Court Judge; and/or providing guidance for cleanup and disposal of contaminated foods or beverages

<b>Duties and Responsibilities (continued)</b>	<ul style="list-style-type: none"> <li>▪ Makes effective use of available resources, such as Landlord Training Program and Municipal Court Fund, to expedite abatement of code violations and to educate code violators. Coordinates code enforcement with other agencies, such as the Jackson County's Drug Abatement Response Team (DART) and other Neighborhood Centers (FOCUS Centers and Community Action Centers).</li> <li>▪ Comprehensive use of various computer programs is utilized.</li> <li>▪ Performs related duties as required.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>▪ Must demonstrate knowledge of municipal ordinances pertaining to nuisance and property maintenance; Criminal justice system; Computer operation and/or WEB utilization; Public Speaking.</li> <li>▪ Must demonstrate ability to recognize environmental and housing problems and hazards; prepare clear and concise reports and to express ideas clearly before public groups.</li> <li>▪ Enforce regulatory ordinances in a professional manner; Make technical inspections, operate testing apparatus, and to arrive at independent decisions on the basis of such inspections.</li> <li>▪ Make computations and calculations involving the application of fundamental scientific principles.</li> <li>▪ Must demonstrate skill in the operation and care of assigned equipment.</li> <li>▪ Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions.</li> </ul>
<b>Education and Experience</b>	<p>High school graduation supplemented by some college [a minimum of sixty (60) semester hours].</p> <p style="text-align: center;">OR</p> <p>High school graduation and two (2) years of experience in institutional or community environmental sanitation or housing or building code enforcement.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Must possess a valid State –issued driver's license in accordance with City of KCMO.</li> <li>▪ Must possess or be eligible to obtain required police commission from the Kansas City, Missouri Police Department.</li> <li>▪ Will be required to pass a preemployment drug screen</li> <li>▪ Must pass a physical examination as prescribed by the City.</li> <li>▪ Must pass a background check as prescribed by the City.</li> </ul>
<b>Supervisory Responsibility</b>	None.
<b>Supervision Received</b>	Work is performed under general technical/supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created</b>	9/06
<b>Revised</b>	11/13

